Effective Date Statewide	Revision Date
Draft Due Date: December 1, 2005	**New Document**

BAIL/BOND DISPOSITION

Description:

The Bail/Bond Disposition screen is used to display all non-disposed bail or bond amounts posted for a case.

Reference:

Accounting Manual

Overview:

This procedure is used to forfeit, refund, transfer or exonerate all or part of the posted amounts.

BAIL/BOND DISPOSITION

Procedure/Computer Entry

Bail/Bond Disposition

From the Payment screen, select **Dispose Bail/Bond**.

BAIL/BOND DISPOSITION

Forfeit Bail/Bond

To forfeit bail or bond amounts to the court or other recipients.

1. From the Bail/Bond Disposition Screen select **Forfeit.**

2. Enter the amount to be forfeited.

3. Determine if bond is forfeited to fine or to the State.

4. Select the Recipient.

5. Select **Enter** button.

Select **Enter**, a case tracking message appears. If the forfeited amount is a paper bond, select **Yes** and select a tracking review date 30 days from now. Use forfeited bond as the reason. Tracking is used to verify that the Prosecutor has contacted the surety/bond company, so the court can receive payment and close the case.

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6. Select **Exit**.

BAIL/BOND DISPOSITION

Refund Bail/Bond

To refund bail or cash bond amounts to the person who posted the bail or bond do the following.

1. From the Bail/Bond Disposition screen select **Refund.**

2. Select the correct payor from the drop down list.

3. Verify the amount to be refunded. If different from the amount shown, make the appropriate change.

4. Select the **Check stub description**, if a description of the check is needed.

5. Select **Enter**.

6. Select **Exit.**

Transfer Bail/Bond

To transfer a posted amount of bail or bond to another case or to another court do the following.

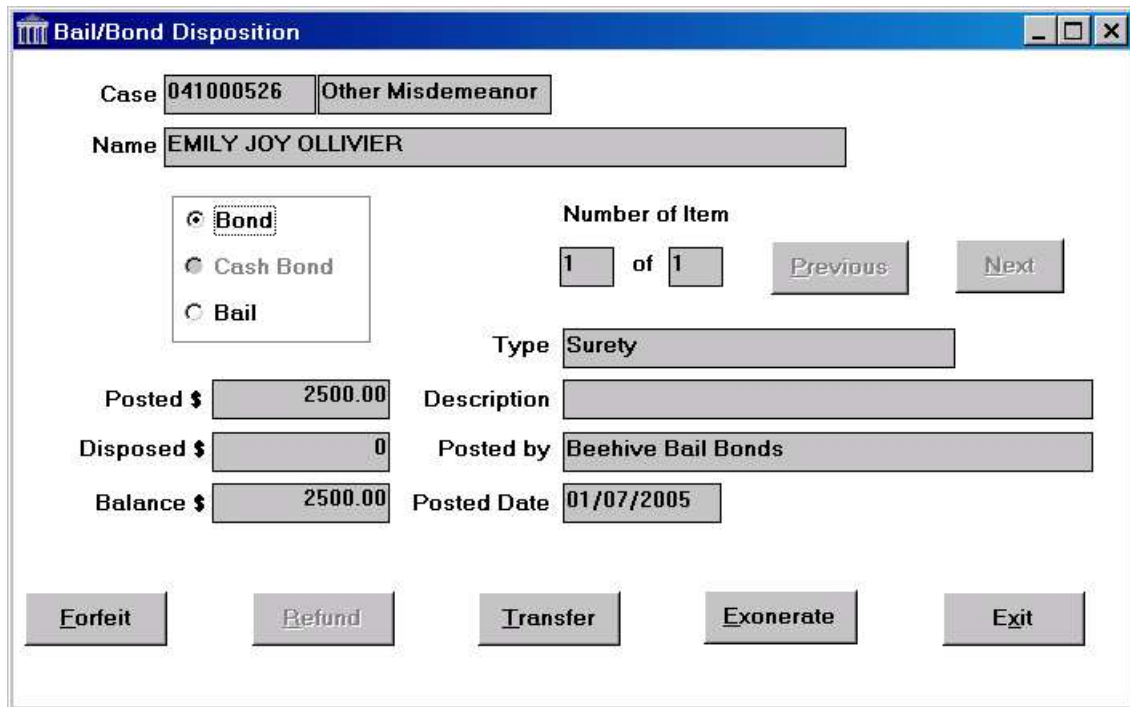1.   From the Bail/Bond Disposition screen select **Transfer**.

2.   Check to see if the amount to be transferred is correct. Change if necessary.

3.   Select the court or case number transferring the bail or bond to.

     a.   If **Transfer to** is selected, it will put the money into the check processing.   A check will have to be written to get the money to another court.

     b.   If transferring the Bail or Bonds to another case, CORIS will move the money to the new case.

4.   To add a note to the check stub, select the **Check Stub Description.**

5.   Select **Enter** to complete the transaction.

6.   Select **Exit** to return to cashiering screen.
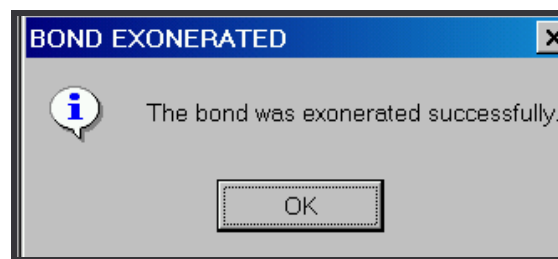
Exonerate Bond

To exonerate a bond:

1.   From the payment screen, select **D̲ispose Bail/Bond**. Or
        from the primary menu, select **Accounting>Bail/Bond Disposition**.

2.   If more than one bond, verify the bond to be exonerated. Select
        E̲xonerate. A message will display stating that the bond was successfully
        exonerated.

3.   Select **OK.**

4.   End tracking if necessary.